



PURCHASE ORDER

PO Number: 303-0-0959

Requisition Number: 303-0-02183

Order Date: 7/14/2020

Ordered

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

IF INVOICE IS MAILED, DELAYS MAY OCCUR.

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

Delivery Location

Texas School for the Deaf
ATTN: TFC Custodial
1102 S. Congress Ave.
Austin, TX 78704

Show numbers on all papers and packages

Referenced Source or Vendor

10433908166
Staples Contract & Commercial, Inc., operating as
Staples Business Advantage
500 Staples Drive
Framingham, MA 01702
Patricia Cano
Phone: (512) 426-3074, Fax:
scchalifax@staples.com

TSD – Office Supplies

Pricing per attached quote.
Contract #: TXMAS-20-7502
SmartBuy PO#: 20118126

Description

TFC Contact:
Matthew Woerndell
512-462-5377
Matthew.Woerndell@tfc.texas.gov

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Best-Rite Deluxe Porcelain Dry-Erase Whiteboard Anodized Aluminum Frame 5' X 4' (202Af-25)	1	EA	\$299.88	7/14/2020	7/21/2020	\$299.88

Supplier Part #: 1932699

NIGP Class: 785

NIGP Item: 15

Object Class: 334

Reimbursement Type: Not Reimbursable

Notes: CC: 78515

Grand Total \$299.88

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512) 463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

Agency	TFC
Fiscal Year	2020
Division	Facilities Management and Operations
Program	Property Services
Phone	5124625377
Org Code	0451 - Custodial - Austin Day
Type of Purchase/PCC Code	'A' Purchases as Automated Term Contracts using TxSmartBuy
Work Order Number	730780

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.

TEXAS FACILITIES COMMISSION INTERNAL PURCHASING

PURCHASER: _____

Goll, Heather - CTCD, 5124630209

(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for

purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[\(Show Terms And Conditions...\)](#)